

# Disruptive Student Behavior Incident Report Form

## \*Helpful Hints\*

### IMPORTANT PHONE NUMBERS:

(909) 389-3275	College Police (Emergency)
(909) 389-3271	Student Health Services (Emotional Crisis Intervention)
(909) 389-3355	Rebeccah Warren-Marlatt, Vice President of Student Services

### CLASSROOM INCIDENTS:

1. Disruptive behavior in the classroom should not be tolerated. The instructor is responsible for maintaining a safe and comfortable learning environment for all students. If a student is disruptive, the instructor should immediately address the behavior by:
  - a. Providing the student with an oral and/or written statement that s/he has violated college policy,
  - b. disrupted the educational process, or violated classroom norms.
  - c. Indicating to the student verbally or in writing that continued disruptive behavior will result in further documentation including possible dismissal from class.
2. An instructor may temporarily remove a student from class for **up to two (2) class sessions** (the current and next regular class) for the following reasons: disruptive behavior, willful disobedience; habitual profanity/vulgarity; open and persisted defiance of authority; persistent abuse of college personnel, threat of force or violence. The instructor should:
  - a. Direct the student to see the Vice President of Student Services before returning, and notify the Vice President of Student Services by phone within two hours after the end of the class, and by email/writing within 24 hours of the temporary removal of the student from class.
  - b. Provide the Vice President of Student Services with documentation regarding the student's behavior, including written and verbal warnings, policies violated and any previous actions taken.
3. In cases that involve threat or violence, College Police should be notified immediately. At the earliest opportunity, an incident report should be submitted to the Vice President of Student Services.

### INCIDENTS OUTSIDE THE CLASSROOM:

1. Direct the student to stop the behavior.
2. If the situation appears dangerous, immediately contact College Police at (909) 389-3275.
3. Complete the Incident Report Form, providing the student's name (if you know it) or a physical description and send it to the Vice President of Student Services.
4. If a pattern of disruptive behavior by the student is documented by various departments, the Vice President of Student Services will follow up with the student and disciplinary action may be taken.

Reset

Submit by Email



## CRAFTON HILLS COLLEGE

### DISRUPTIVE STUDENT BEHAVIOR INCIDENT FORM

Incident Date/Time/Location: \_\_\_\_\_  
(Please include course name, if applicable. Ex.: 12/01/13, 1:30 p.m., CL-215, ENGL 101)

Disruptive Student Name (s): \_\_\_\_\_  
(Please include Last, First and Student ID Number)

Witness Name: \_\_\_\_\_  
(Please include Last, First, and Student ID Number, if applicable)

Campus Personnel Notified: \_\_\_\_\_

Your Name/Title: \_\_\_\_\_

Your Contact Information \_\_\_\_\_

*Please describe, in as much detail as possible, the specific behaviors observed. To the best of your ability, report the exact words, phrases and interactions you observed. If applicable, describe any injury or damage to person(s) or property. Include name(s) of campus personnel you contacted and actions taken, if any.*

**ROUTING:**

**Original:** Rebecca Warren-Marlatt, *Vice President of Student Services*

**Copies:** Dr. Cheryl Marshall, *President*  
Division Dean of Instruction, *if applicable*

Pierre Galvez, *Chief of Police,*  
*San Bernardino Community College District*

\_\_\_\_\_  
Signature